

PROCEDURE 0410.02 Motor Vehicle Assignment  
Issued March 5, 1999

**SUBJECT:** State Motor Vehicle Assignment

**APPLICATION:** Executive branch departments, subunits and other state operations that utilize state motor vehicles provided by Department of Management and Budget, Vehicle and Travel Services.

**PURPOSE:** To establish qualification provisions for requesting state motor vehicle assignments.

**CONTACT AGENCY:** Department of Management and Budget (DMB)  
Agency Services  
Vehicle and Travel Services (VTS)  
P.O. Box 30026, 6951 Crowner Drive  
Lansing, Michigan 48909

**TELEPHONE:** Information 517/322-5000; Director 517/322-5001

**FAX:** 517/322-5100

**SUMMARY:** Definition of approved assignment and usage of state motor vehicles. VTS is authorized to provide state motor vehicles based on defined state business usage. VTS is authorized to provide a permanently assigned, unmarked state motor vehicle for use by a department director, a designated primary agency director or an appointed or elected official.

**APPLICABLE FORMS:** VTS-2, Requisition Form  
VTS-12, Annual Home to Place of Work Approval  
W-2, Wage and Tax Statement

**PROCEDURES:** Types of state motor vehicle assignments available.

**Specific Assignments:**

- Department director or designated primary agency director may obtain use of a permanently assigned, unmarked state motor vehicle when in the best economic interest of the state. Generally, a state motor vehicle should be permanently assigned to a department director or designated primary agency director when:
  - usage patterns (average mileage per month) reimbursed at the annual adopted premium mileage rate exceed the annual adopted monthly flat fee and mileage usage fee for a large state motor vehicle as defined by VTS.
  - there is a specific safety need.
- Department directors and designated primary agency directors who are permanently assigned a state motor vehicle:
  - may use the state motor vehicle for necessary personal business when departing the work site or when en route between home and office. Personal business use is defined as use of a state motor vehicle for anything other than official state business or approved home-to-office use. Any personal use beyond that incurred while on a direct route between home and work must

Procedure: 0410.02  
Procedure Update: 7-24-03

be kept to a minimum, in keeping with the primary purpose of conducting official state business.

- must record all home-to-office and personal mileage in the Official Daily Travel Log.
  - must report such mileage to VTS in accordance with Procedure 1220.07, Personal Use of State Provided Vehicles.
  - must comply with all operational and maintenance requirements and applicable IRS rules governing the use of assigned state motor vehicles.
- may use a personally owned vehicle, and be reimbursed at the premium mileage rate. (see Procedure 0410.07) This would include only mileage while conducting official state business.
  - State motor vehicle packets (which include maintenance and fueling information) for state motor vehicles assigned to department directors and designated primary agency directors may be secured by contacting VTS. Requisition form VTS-2 is not required.
  - State motor vehicles permanently assigned to a department director or designated primary agency director will be replaced when it's in the best economic interest of the state. Replacement schedules will be determined by VTS.
  - Mileage patterns for department directors and designated primary agency directors will be periodically reviewed to ensure vehicle costs are managed in the best economic interest of the state.
  - Appointed and elected officials (lieutenant governor, secretary of state, attorney General, the auditor general, and judges of the Supreme Court and the Court of Appeals):
    - may request a state motor vehicle.
    - may use a permanently assigned, unmarked state motor vehicle. State motor vehicles permanently assigned to appointed and elected officials will be replaced when it's in the best economic interest of the state. Replacement schedules will be determined by VTS.
    - must comply with all operational and maintenance requirements and applicable IRS rules governing the use of assigned state motor vehicles.
  - State motor vehicle packets (which include maintenance and fueling information) for state motor vehicles assigned to appointed and elected officials may be secured by contacting VTS. Requisition form VTS-2 is not required.
  - Mileage patterns for appointed and elected officials will be periodically reviewed by VTS to ensure vehicle costs are managed in the best economic interest of the state.

#### General Assignments:

- All state motor vehicle assignment requests are originated by submitting Requisition Form VTS-2 (except as noted above for department directors, designated primary agency directors and appointed and elected officials). Replacements do not require a requisition form.
  - Permanent – State motor vehicles (cars, trucks or utility vehicles) are assigned to a department for use by a specific driver or a group of drivers to accomplish a work task when

Procedure: 0410.02  
Procedure Update: 7-24-03

in the best economic interest of the state. The best economic interest of the state includes consideration of the anticipated usage mileage and task for which the state motor vehicle is required. Current minimum mileage justification information can be obtained from VTS. Approval of the state motor vehicle assignment is required from the user department and VTS

- Unmarked - State motor vehicles are assigned to state employees who are involved in covert investigative job assignments.
  - To apply for assignment of an unmarked state motor vehicle, the department must provide VTS with a written request explaining the need along with a copy of the driver's position description. VTS will review this request to determine if the duties of the driver justify an unmarked state motor vehicle.
  - Investigative or covert-use assignments are made when the employee's job requires absolute anonymity or to ensure the physical safety of employees in the discharge of their job duties.
- Seasonal – State motor vehicles (cars, trucks, or utility vehicles) are assigned for short-term assignments (greater than four weeks, but less than one year), with approval of the user department and VTS.
- VTS Motor Pool – State motor vehicles are available for rent from VTS' motor pool. To rent a state motor vehicle from the VTS motor pool, the following criteria must be met:
  - Round trip mileage must exceed 100 miles.
  - The vehicle cannot be used for more than 14 calendar days.

Detailed VTS motor pool policy is available online at the VTS Web site:  
[http://www.michigan.gov/dmb/0,1607,7-150-9141\\_13133\\_13720-33475--,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9141_13133_13720-33475--,00.html)

Exceptions to the criteria will be granted to accommodate safety and health needs.

- Short-Term Private Motor Vehicle Rental - Departments may rent motor vehicles from private motor vehicle rental companies when: (1) a motor vehicle is required on location to complete work assignments, (2) no state motor vehicle is available, and (3) the assignment is less than 30 days.
  - VTS will manage all short-term private motor vehicle rentals except as delegated to departments in writing. Contact VTS for a list of approved private motor vehicle rental companies.
  - With prior approval of an employee's department, an employee may rent a motor vehicle when: (1) the employee is in travel status, (2) a state motor vehicle or personal motor vehicle was not used to travel to the location (rather travel was by airplane, train etc.) and, (3) it is in the best economic interest of the state.

#### Approved General Assignment Drivers/Usage:

- Official state business is defined as travel to any function, event or location that is visited as part of the employee's official duties. The state motor vehicle may be used during non-duty hours on overnight assignments away from the workstation when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

Procedure: 0410.02  
Procedure Update: 7-24-03

- With approval from the employee's department, non-state employees can accompany state employees that are traveling on official state business and may serve as relief drivers.
- Use of state motor vehicles by non-state employees such as volunteers and contractual employees who are conducting official state business is allowable with department approval.
- Home-to-office use by individuals other than department directors, designated primary agency directors and appointed and elected officials must be approved by submitting a VTS-12 form to VTS. (see Procedure 0410.03)
- Must comply with all operational and maintenance requirements and applicable IRS rules, VTS regulations and applicable state and federal laws.

\* \* \*